

## Schedule of Activities for the Intern

**NOTE:** All Sources of Evidence are in **bold**.

### Prior to Orientation Meeting, you will:

- Go to [www.epsb.ky.gov](http://www.epsb.ky.gov), click on *Log in to EPSB*, type in your username/password or create account.
- Access the *KTIP Forms and Resource Information* from the EPSB website, [http://www.epsb.ky.gov/internships/KTIP\\_2015-2016\\_Forms.asp](http://www.epsb.ky.gov/internships/KTIP_2015-2016_Forms.asp)
- Complete and sign the *Intern Information Sheet*.
- Meet with your Resource Teacher to:
  - i. Begin to work on **Context** as part of your **Student Growth Goal**.
  - ii. Complete the initial section of the **Self-Assessment of Performance** part of **Professional Growth Plan (PGP)**.
  - iii. Identify ways you can become involved in your school's/district's community for Professional Involvement.
  - iv. Establish tentative meeting dates for out-of-class hours.
- Check with Principal for Orientation Meeting date.

### During Orientation Meeting, you and your committee will:

- Review all materials, processes, and procedures, and discuss expectations.
- Discuss results of **Self-Assessment of Performance** as they will relate to **PGP**.
- Discuss **Student Voice Survey** process and when it will be administered. It is suggested that the survey be completed during Cycle 1 and Cycle 3. The Student Voice Survey is also available on the EPSB website.
- Begin work on **Professional Involvement Log** by identifying with your committee ways you can become involved in your school's/district's community.
- Discuss **Context** and **Student Growth**.
- Set tentative timelines for completing all Sources of Evidence.
- Sign off on the Orientation Meeting in the Intern Management System (IMS).
- Work with committee members to set the observation and committee meeting dates.

### Prior to Cycle 1 Committee Meeting, you will:

- Complete **Context** and **Lesson Plan** and submit electronically to the appropriate committee members prior to the observation.
- Complete the **Post-Observation Reflection** *no later than two days after each observed lesson* and submit electronically to the appropriate committee members.
- Continue to work on **Professional Involvement Log** by selecting activities in which you will be involved and entering them on the log.
- Develop **Records and Communication**.
- Work with your resource teacher to identify your strengths and priority areas for growth and possible types of professional development needed for **PGP**.
- Administer the **Student Voice Survey** according to the plan established at Orientation Meeting.
- Complete your plan for **Student Growth**.

### During Cycle 1 Committee Meeting, you and your committee will: (1-60 instructional days from Orientation)

- Discuss the scores and supporting evidence for the Framework components. Focus on strengths and priority areas for growth identified by the committee.
- Agree upon the professional growth activities for Cycle 2 and identify assistance and other documentation needed for these activities.
- Discuss your work on **Student Growth** - your student growth goal, the strategies being used and the plan for monitoring student progress. Identify any professional learning needs that should be addressed in your **PGP**.

- Discuss your **Student Voice** results and its implications for your **PGP**.
- Discuss your work on **Professional Involvement Log**.
- Clarify expectations for Cycle 2.
- Review dates for observations and committee meetings for Cycle 2.
- If all members have entered scores; sign off on the Cycle 1 Committee Meeting in IMS.

**Prior to Cycle 2 Committee Meeting, you will:**

- Complete the **Lesson Plan** and submit electronically to the appropriate committee members prior to the observation.
- Complete the **Post-Observation Reflection** *no later than two days after each observed lesson* and submit electronically to the appropriate committee members.
- Complete Cycle 2 section of the **PGP**. You must submit your **PGP** electronically to your committee members for their review and approval.
- Update your **Professional Involvement Log** and submit electronically to committee.
- Update **Student Growth**.

**During Cycle 2 Committee Meeting, you and your committee will:** *(61-110 instructional days from Orientation)*

- Discuss the scores and supporting evidence for the Framework components. Focus on strengths and priority areas for growth identified by the committee.
- Discuss the progress made in implementing the professional growth activities and identify assistance and other documentation needed for these activities on the **PGP**.
- Review progress made on **Professional Involvement Log** and confirm the appropriateness of the activities.
- Review your work on **Context** and **Records and Communications**, determine if any further information is needed.
- Discuss **Student Growth**.
- Decide whether you will video one lesson for Cycle 3 or have each committee member observe a lesson.
- Review dates for observations and committee meetings for Cycle 3.
- If all members have entered scores; sign off on the Cycle 2 Committee Meeting in IMS.

**Prior to Cycle 3 Committee Meeting, you will:**

- Complete the **Lesson Plan** and video (if used) and submit electronically to the appropriate committee members prior to the observation.
- Complete the **Post-Observation Reflection** *no later than two days after each observed lesson* and submit electronically to the appropriate committee members.
- Complete the Cycle 3 section of the **Self-Assessment of Performance** document to determine your current level of performance related to each component of the Kentucky Framework for Teaching.
- Complete the Cycle 3 section of the **PGP** and submit to committee members electronically for their review and approval.
- Reflect on **Student Voice Survey** results and submit electronically to committee members.
- Confirm that you have submitted all required and completed Sources of Evidence to your committee members for their review and summative evaluation prior to the Cycle 3 Committee Meeting.
- Review and sign (if completed) the Resource Teacher Time Sheet in IMS.

**During Cycle 3 Committee Meeting, you and your committee will:** *(111-140 instructional days from Orientation)*

- Discuss the scores and supporting evidence for the Framework components.
- Discuss all required and completed Sources of Evidence.
- If all members have entered scores; sign off on the Cycle 3 Committee Meeting in IMS.
- Sign the Resource Teacher Time Sheet in IMS.